



City of Austin - JOB DESCRIPTION



Administrative Specialist

FLSA:	Standard/Non-Exempt	EEO Category:	(60) Admin/Supp
Class Code:	10295	Salary Grade:	BA5
Approved:	October 24, 1997	Last Revised:	August 07, 2008

Purpose:

Work in conjunction with other administrative personnel to perform a wide variety of administrative support tasks, including research, clerical or technical duties.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Interpret division and organization policies and procedures and recommend appropriate solutions.
2. Recommend changes to methods, operations, sequences and set procedures for work assigned.
3. Analyze and interpret data and prepare reports.
4. Verify the accuracy and completeness of various reports, including payroll, purchasing, accounts payable, and personnel information.
5. Answer questions regarding utility operations and respond to customer complaints.
6. Greet visitors and answer telephones and two-way radio communication devices.
7. Compose, format, finalize, interpret, distribute, research, compile, calculate, analyze, process and maintain data in various forms using a variety of office equipment and software applications, including spreadsheets and databases.
8. Purchase and maintain adequate inventory levels for various office supplies and materials.
9. Schedule and coordinate meetings.
10. Distribute, disperse, and reconcile petty cash requests.
11. May determine methods, operations, sequences, and set procedures for assigned work.
12. Review, evaluate, and analyze a variety of complex administrative issues and determine appropriate courses of action that may include changes to administrative processes.
13. Monitor work in progress, supply agreements/contracts and determine level of performance compared to established standards and timelines.

Responsibilities - Supervisor and/or Leadership Exercised:

May provide leadership, work assignments, evaluation, training, and guidance to others.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. Planning, conducting, and leading assignments and projects; developing and monitoring budget activities; formulating long-short range requirements; monitoring project performance and timelines; coordinating administrative activities; acting in a liaison capacity with other departments, divisions, and organizations; evaluating progress or results and recommending major changes in procedures and processes; interpreting policies and procedures; and researching and analyzing a variety of complex issues and recommending solutions.

Work on multiple/diverse complex issues requiring advanced knowledge and experience.

Use comprehensive knowledge of principles, practices, and procedures in planning, controlling, conducting and/or coordinating administrative support functions.

Individuals at this level perform a variety of functions that lower levels do not.

Minimum Qualifications:

Graduation from an accredited four year college or university with major coursework in Business or Public Administration or related field, plus four (4) years of experience in a professional/administrative capacity.

Any combination of education and/or work experience will substitute for minimum qualifications.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.